

**AGENDA ITEM:** Strategic Planning**GENERAL OVERALL PROGRAM UPDATE:****BACKGROUND:**

One of the objectives established during the board's February 2001 planning session was:

**Goal D, Objective 5:** By the June 2001 Board meeting, the Board President, Vice President and Assistant Bureau Chief will review the existing planning process and make recommendations to the Board on future planning processes.

**CURRENT STATUS:**

Victoria Fong and Liz Gibson, as the Ad Hoc Strategic Planning Committee, met during the April 2001 board meeting and considered various alternatives for the board's planning process, from continuing the existing process with no change to using no formal process at all during the early, formative years of dynamic development of the Library of California. As a result of this review, the Committee decided to recommend a different planning process from that which has been in place for a number of years. This revised process is defined below.

The Library of California Team met during July, reviewed this process, and concurred with its focus and direction. Staff is recommending that, following discussion at the August Board meeting, that the Board would consider adopting a revised planning process at their November meeting.

**Overview of the revised Planning Process**

The group proposes a planning process that:

- is budget driven and that drives budget decisions,
- has a broader, policy emphasis,
- focuses on LoC program/service priorities and objectives for implementation of them rather than on general goals and activity-related objectives, and
- sets program/service development

**Long Range**

Planning would begin with a review of all of the LoC programs/services, their stages of development, and assessment of the resources required to move them into operation. It must define the interrelationships among programs/services that need to be taken into consideration together (including CLSA programs and services.) Decisions would be based on priorities for program/service development (i.e. which comes first). This long range background will drive:

## **Short Range Priorities/Objectives**

- Decide which programs/services should be worked on, in what order, by staff and regional library networks, resulting in:
  - detailed program/service development plans.
  - identification of and decisions on policy issues involved in development of the program/service.
  - implementation of the development plan.
- Define budgetary priorities and resources needed to develop/operate the prioritized programs/services.
- Define priorities/options the board would consider if the Library of California program does not receive the funding desired.

## **Timeline and Activities to Implement this Process**

### **June 2001 to Feb. 2002**

- Operate under existing goals and objectives with committees implementing them, as appropriate, addressing them at each board meeting and reporting to the board on progress (See Exhibit A for display of objectives by committee). These objectives have been included in the agenda packet with the materials for each committee to facilitate the committee review and reporting to the full board at the August meeting.

### **February 2002 - 1-day Board planning session, including:**

- Presentation by staff on status of program/service development and what is still to be accomplished to fully implement all LoC programs/services, as well as the transition of CLSA to LoC (See Exhibit B for a summary listing of all LoC programs/services - from February 2000 planning session).
- Presentation by a public policy consultant and/or futurist on the current planning environment.
- Review of governor's 2002/2003 budget proposal.
- Review of estimated resources and time required to implement each program/service.
- Review of program/service interrelationships affecting development/operation.
- Definition of three-year (2002/2003 - 2005/2006) program/service development priorities.

- Definition of coming year (2002/2003) service development and CLSA transition priorities, given governor's budget proposal and current planning environment.
- Definition of services and transition planning priorities for next year (2003/2004).

**May 2002** - as part of Board meeting

- Re-assess 2002/2003 development and 2003/2004 planning and budget priorities, based on May Revise and legislative environment.

**August 2002** - as part of Board meeting

- Assess priorities and plan for 2002/2003 based on signed budget.
- Confirm or revise program/service and budgetary planning for 2003/2004.

**November 2002** - as part of Board meeting

- Track progress of 2002/2003 implementation and 2003/2004 planning.

**February 2003** - 1-day Board planning session

- Assess progress of service development and transition through Dec. 2002.
- Presentation on the current planning environment.
- Review of governor's 2003/2004 budget proposal.
- Review of estimated resources and time required to implement each program/service.
- Review of program/service interrelationships affecting development/operation.
- Revision, as needed, of three-year (2002/2003 - 2005/2006) program/service development priorities and/or extension of plan/priorities by one year.
- Definition of coming year (2003/2004) program development and transition priorities, given governor's budget proposal and current planning environment.
- Definition of program and transition planning priorities for next year (2004/2005).

**Future Years to follow same process and timelines**

Relevant Committee: Ad Hoc Strategic Planning

Staff Liaison: Diana Paque